



Job Location: 400 Deaderick Street, Nashville, TN 37243

**DHS Program Director 2 – Director of Contracts
(Division of Rehabilitation Services)**

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Division of Rehabilitation Services, Vocational Rehabilitation (VR) Program, seeks to provide employment-focused rehabilitation services for individuals with disabilities consistent with their strengths, priorities, and resources. This includes working with many community partners, advocates and vendors including for profit and not for profit service and goods providers through various contractual arrangements.

Under the general supervision of the Director of Operations, the Contract Director serves as a strong leader and communicator who provides day-to-day management and administrative oversight for the development of all Program Contracts, Letters of Agreement and other vendor agreements. This includes the management and oversight of program billing and compliance monitoring for all applicable federal and state laws, rules and regulations in cooperation with departmental procurement staff. The Contract Director must possess a thorough working knowledge of state contracting rules and procedures as well as a working familiarity with federal procurement rules and regulations for federal programs. The Contract Director oversees a small staff of 7 program professionals that are located statewide.

The Contract Director will be required to travel statewide as needed with an office located in downtown Nashville, Tennessee.

Position Responsibilities:

- Evaluate and oversee the organization, structure, and staffing of the Contracts Unit to achieve unit and VR program goals and compliance with the requirements of Workforce Innovation and Opportunities Act (WIOA) within applicable state and federal law, rules and regulations.
- Provide day-to-day oversight and strong leadership for a staff who represents a diverse set of professional experiences and geographic location statewide.
- Develop and implement innovative methods of streamlining current procurement, performance evaluation, data tracking and other relevant processes based on generally accepted government industry standards and practices.
- Establish, maintain, and strengthen relationships with community resource providers and vendors through training and education opportunities related to contracting processes, program rules, state and federal compliance and best practices.
- Direct the preparation, development, drafting and submission of required state contract documents including but not limited to: Special Contract Requests, Fiscal Review Committee documentation, contract Scope of Services and budget in accordance with state templates and models.
- Develop and maintain methods of tracking contract and provider agreement data required for internal and external reporting.
- Serve as a liaison between departmental functional units including procurement, legal and divisional leadership to provide professional guidance and technical expertise for compliance and solutions that meet the mission

and goals of the program.

- Maintain and strengthen relationships and communication with community resource providers and vendors as a representative of the Department and the Vocational Rehabilitation program to a variety of audiences, including the facilitation of regularly scheduled meetings with provider and vendor associations.

Position Requirements:

- Bachelor's degree in Business or a Human Services field required.
- Three years of experience successfully leading and supervising other professionals
- Prior experience managing medium to large budgets, contracts and development of program vendor agreements
- Prior experience managing compliance with state and federal regulations and related statutes and rules
- Prior experience with developing and maintaining collaborative provider/vendor relationships
- Experience developing and implementing contracts, Delegated Authorities, Letters of Agreement/Understanding that comply with federal and state, laws, policies and regulations related to the procurement of goods and services for a large statewide organization
- Experience with State, Federal or Local government procurement and/or contract experience is preferred
- Experience with budget development and management within a state government setting
- Knowledge of the federal Workforce Innovation & Opportunity Act (WIOA) preferred

Required Competencies:

- Develops talent
- Values differences
- Builds effective teams

Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/employees1/benefits.html>

How to Apply:

- Please submit your letter of interest and resume detailing your experience to talent.management.dhs@tn.gov by June 15, 2018. All email submissions must include in the subject line: DHS Program Director 2 –Director of Contracts
- **Target Salary: \$60, 000.** Salary offer will be commensurate with knowledge, skills and experience directly related to this job.

Applicants may be subject to background check.

This position is not classified in an alternative workplace solution status.

Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.